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No. 39 November 1992 Oppenheimer Software

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This is the thirty ninth edition of the Periodic Electronic Newsletter (PEN) for MCI Mail users assigned to Oppenheimer Software (MCI Mail agency NY4). You may respond to the PEN by typing ANSWER at the COMMAND; line that appears after you read this. This mailbox (218-0241) is toll free - you may write to it as often as you wish, at no charge! (Please note that you may order a toll free mail box - contact Oppenheimer Software for more information.)

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EDITORS NOTE
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The PEN Newsletter is now in its seventh year of publication.

A wealth of information, some now out of date, has appeared in the prior 38 editions of the PEN. For example, 7 years ago, if you wanted to send a

message to an Easylink subscriber, PEN Newsletter #3 told you how to do it.... as a telex! (X.400 communications did not exist at the that time.)

We frequently get requests for articles that have appeared in prior PEN newsletters. To better help you get the information you need to use MCI Mail effectively, we have created a toll free Bulletin Board called: PEN.

The PEN bulletin board currently contains all of the PEN newsletters from 1992. We plan to upload the prior several years worth of PEN newsletters soon for you to access.

To read an old PEN newsletter, log into MCI Mail interactively.

At the Command; prompt, type:
VIEW PEN

At the next prompt, type SCAN.

A listing of all of the available PEN newsletters will appear. You can then READ or PRINT them. Type LEAVE to at the Command; prompt to leave the bulletin board.

A sample session would look like this:
==========
Command; VIEW PEN
Now viewing PEN.

View command: SCAN

4 messages in PEN Bulletin Board

No.	Posted	Subject	Size
1	Nov 04 22:13	PEN Newsletter #38 Sept 1992	43361
2	Nov 04 22:14	PEN Newsletter #37 July 1992	34224
3	Nov 04 22:14	PEN Newsletter #36 April 1992	35147
4	Nov 04 22:16	PEN Newsletter #35 Feb 1992	14385

View command: READ 1

(MCI Mail displays the PEN Newsletter, one screenful at a time)

>>>>>>>>>>>>>>>>>>>>
NEED ANOTHER MAILBOX?
>>>>>>>>>>>>>>>>>>>>

The NEWUSER script has been used by hundreds of people to set their friends, associates and clients up on MCI Mail, add new mailboxes to existing accounts, or to request information on behalf of a colleague.

We are delighted to inform you that the NEWUSER script has been completely revised. The revisions are now allowing us to set mailboxes set up quicker than ever, and to get the needed account information back to the new user within hours!

If you have a friend across town, or in another country who wants to

benefit from electronic mail, or if you know of someone who tediously sends faxes out from a fax machine and is looking for a better way, or someone who sends letters and memos by overnight courier and would like to save some money, you can help them by introducing them to MCI Mail.

To use this feature, at the Command; prompt, type:

CREATE USING NEWUSER {ENTER}

Answer all questions, and follow the instructions at the end of the SCRIPT. You will be notified when the new mailbox/account is active.

Note. . . If you access MCI Mail via Lotus Express, or a LAN gateway, you may send the name, address and phone and fax number of the referral to mailbox 218-0241. We will contact them immediately and arrange for the account or mailbox.

>>>>>>>>>>>>>>>>>>>>>>>>
PRODUCT INFORMATION FORUM
>>>>>>>>>>>>>>>>>>>>>>>>

Businesses in the know sponsor lunchtime vendor forums. These meetings provide an opportunity for the area managers to become familiar with new services and products in a casual setting without taking time off to visit trade shows. Managers and employees get a chance to learn about cost saving technologies used in other areas of the company through informal discussions, and question and answer periods.

If you would like to have an MCI Mail representative come to one of your forums, please message us at mailbox 218-0241.

>>>>>>>>>>>>>>>>>>>>>>>>
'TIMES THEY ARE A CHANGING
>>>>>>>>>>>>>>>>>>>>>>>>

Watch out.... Unless you change your time settings on MCI Mail from Daylight to Standard when you reset your clocks, the message you send at 5:00 PM saying that you are going home for the day will be time stamped 4:00 PM - your boss will love that!

No, there is nothing wrong with the clocks at MCI... rather, you need to adjust your time zone from Daylight to Standard time

If you use MCI Mail interactively, follow this dialogue:

Displayed by MCI	You Enter
Command;	ACCOUNT
Do you wish to see your current ACCOUNT settings?	NO
ACCOUNT setting you wish to change:	TIME
Please enter your time zone:	EST
^---(or your time zone)	
ACCOUNT setting you wish to change:	{Enter}
Are settings PERManent or TEMPorary:	PERM

New ACCOUNT settings are now in effect.

Command;

If you are a Lotus Express user, don't forget to change your time zone there too.

Bring up the Communications Manager {ALT}{SHIFT}X, roll the cursor to the bottom of the screen and change it to EST (or your local time zone) by using the <- or -> keys.

It may also help to adjust the time in your computer. See your computer manuals for more information.

>>>>>>>>>>>>>>>>
9600 BAUD UPDATE
>>>>>>>>>>>>>>>>

In the last issue of the PEN newsletter, 9600 baud access was announced. The toll free number for 9600 baud access is 1-800-967-9600

MCI Mail has now introduced a toll number that can be used when you want to dial long distance from outside the USA: 1-202-467-6667.

These are V.32 compliant numbers with MNP4 available. Your settings should be 8 bit, one stop, no parity.

Be aware that not all 9600 baud modems comply with the CCITT V.32 standard - check your modem documentation.

Due to the high speed at which data is being transmitted and received, proper modem settings can be much more critical than at slower speeds. If you are having problems accessing MCI Mail at 9600 baud, please review the settings below. Typically, these would be entered following the "AT" command. These commands may vary slightly from modem to modem:

\A3 Maximum MNP block size:	256 bytes
\C0 Set auto-reliable buffer:	Disabled
%E1 Auto retrain:	Enabled
\G0 Modem-to-modem flow control	Disabled
\J0 Serial data rate adjustment	DTE, DTE rates are independent
\N3 Connection type:	Auto-reliable
\Q1 Serial port flow control:	Bi-directional XON/XOFF
\X1 XON/XOFF pass-through:	Recognize and pass through

Access to these lines require an 9600 baud (or faster) modem.... slower modems are not able to connect to this number.

>>>>>>>>>>>>>>>>>>
BINARY FILE UPDATE
>>>>>>>>>>>>>>>>>>

You can now send and receive binary files using either Zmodem or Kermit via MCI Mail Global Access or Tymnet.

Both Kermit and ZModem require 8 bit bytes for file transfers. Previously, access to MCI Mail from Global Access or Tymnet used 7 bit bytes only. MCI Mail now supports 8 bit access.

While binary file access from the Canadian Datapac service is still 7 bit at this time, one of our Canadian users has reported the following "work around" that seems to work:

Before using the MCI Mail /UPLOAD or /DOWNLOAD commands, enter:

^P{enter} (entered by press {CTRL} and P simultaneously)
Set 21:0{enter}
{enter}

>>>>>>>>>>>>>>>>>>>>>>>>
NEW FAX DISPATCH COMMAND
>>>>>>>>>>>>>>>>>>>>>>>>

MCI Mail's Fax Dispatch service has a new command which enables you to control pagination!

The pagination feature provides MCI Mail interactive, LAN access and X.400 users with the ability to indicate where any page of text should end, and where a new page of text should begin. To use the new pagination feature, type the in-text command

/PAGE/

on a line by itself, flush left. At the point where the command is indicated, Fax Dispatch will automatically flush to a full page and all the text below the command will appear on a new page.

For example:

MCI Mail's Fax Dispatch service has been enhanced so that you can now control the amount of text you wish to send on any specific page within your message. To take advantage of this feature you must type the in-text command,
/PAGE/
on a line by itself, flush left. All text that appears above the /PAGE/ command will appear on one page; any text below the command will appear on a subsequent page.

>>>>>>>>>>>>>>>
REVIEW OF X.400
>>>>>>>>>>>>>>>

Global communications means delivering a message across town as well as across the ocean. To make this a reality, the CCITT, an international standards body, developed the X.400 standard.

X.400 is a series of recommendations that set guidelines or standards for transferring messages between different electronic mail systems. The X.400 standards define, for example, the format of the "envelope" of a message so

that it may be delivered successfully by all electronic mail systems which support X.400.

Electronic mail systems may include public systems, such as MCI Mail, or private systems, such as your company's internal mail system.

XChange 400 is MCI Mail's service that provides you with X.400 access to the rest of the world. Everyone on MCI Mail has their own X.400 address, and can send messages to other X.400 systems. Sending messages to connected X.400 communities is easy, and follows the addressing conventions already familiar to you as an MCI Mail subscriber. MCI Mail - not you - reformats the message so that it complies with the X.400 standards for delivery.

Your X.400 address consists of a number of "identifiers" that are unique to you. These are:
C for Country
A for Administrative Domain
P for Private Domain
S for Surname
G for Given or first name
I for Initials
G for Generation (example, Jr.)
O for Organization
U for Dept. or Division of Org.
DDA for Domain Defined Attribute

When addressing a message, you use as many of the identifiers as you know. If you do not use enough of them, mail will not be deliverable. For example, using only
C=US
A=WESTERN UNION
S=SMITH
would probably be insufficient as there are likely to be numerous "Smiths" on that system. However, by adding
G=SAM
O=XYZ COMPANY
U=PAYROLL
you will have provided enough information to route the message (unless there were two Sam Smiths in the payroll dept at XYZ Company, in which case, you would use more identifiers).

Although not a required field, we have found that use of the DDA field helps to insure the delivery of the message on the first attempt. On MCI Mail, your DDA field would be your MCI ID.

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
CCITT SUGGESTIONS FOR X.400 LISTINGS
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To help improve your world wide communications reach, you should have your X.400 address on your business cards or letterhead.

The 1992 CCITT standards published two suggested formats for listing X.400 addresses:

Horizontal --> X.400: G=john; S=smith; P=abc; A=mci; C=us ; D=123-4567

[Note the labels ("G"iven name/"S"urname etc.) are all upper case while the values are lower case. This format makes it easier to read your X.400address. Also, you can use either ";" or "/" as a delimiter.]

Vertical--> G=John
S=Smith
P=ABC
A=MCI
C=US
D=123-4567

>>>>>>>>>>>>>>>>>>>>
GLOBAL ACCESS UPDATE
>>>>>>>>>>>>>>>>>>>>

Global Access was introduced last Spring from MCI Mail.

It provides for simple, low cost access from many foreign locations to MCI Mail. These countries include:

Australia, Austria, Belgium, Brazil, Denmark, Finland, France, Germany, Hong Kong, Ireland, Italy, Japan, Korea, Luxembourg, Mexico, Netherlands, New Zealand, Norway, Philippines, Portugal, Singapore, South Africa, Spain, Sweden, Switzerland, Taiwan, and United Kingdom.

Since the access information was published, phone numbers for three countries (Mexico, South Africa and the United Kingdom) have changed.

If you would like a complete listing of all of the Global Access numbers in all of the countries, please send a toll free request to MCI ID: 234-9875.

COUNTRY OR CITY	SPEED(S) AND MODEM TYPE	CITY CODE	TELEPHONE NUMBER
MEXICO			
(IN CITY: DIAL NO.; IN COUNTRY: DIAL 91+CITY CODE+NO.; INTL: DIAL 52+CITY CODE+NO.)			
CANCUN	300-2400 MNP5	988	30013
300-2400 MNP5	988	30035	
300-2400 MNP5	988	30124	
300-2400 MNP5	988	30146	
300-2400 MNP5	988	30149	
GUADALAJARA	1200	36	260337
300-2400 MNP5	36	260231	
300-2400 MNP5	36	260236	
300-2400 MNP5	36	260250	
300-2400 MNP5	36	260258	
300-2400 MNP5	36	260259	
MEXICO CITY	300-2400 MNP5	5	7267600
MONTERREY	300-2400 MNP5	83	542202
300-2400 MNP5	83	542291	
300-2400 MNP5	83	542292	
300-2400 MNP5	83	542293	
SOUTH AFRICA			
(IN CITY: DIAL NO.; IN COUNTRY: DIAL 0+CITY CODE+NO.; INTL: DIAL 27+CITY			

CODE+NO.)

CAPE TOWN 300-2400 MNP4 21 4197424
9600 21 4197432
9600 MNP4 21 4197433
DURBAN 300-2400 MNP4 31 3052372
JOHANNESBURG 300-2400 MNP4 11 4035730
300-2400 MNP4 11 4036934
9600 11 3391368

UNITED KINGDOM
(IN CITY: DIAL NO.; IN COUNTRY: DIAL 0+CITY CODE+NO.; INTL: DIAL 44+CITY CODE+NO.)

LONDON 300-2400 MNP5 71 4374393
300-2400 71 4394055
9600 MNP5 71 4343442

>>>>>>>>>>>
SIGNING OFF
>>>>>>>>>>>

If you spend a lot of time sending electronic mail, making it a bit more personal may be important to you.

One way of doing that is by using punctuation to form "faces" representing facial expressions... such as (now turn your head sideways)

:-) for a smile :-; for a grin :(for a pout.

Another way is to create your own monogram or letterhead for your own distinctive "signoff".

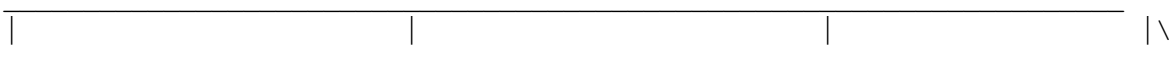
Two examples are shown below. We are interested in learning what you might be using as your own "signature". Please send a sample to mailbox 218-0241 for exhibition in the next PEN newsletter.

Gary Oglesby

1/2
1/2
1/2

ps... the above monogram may appear garbled on some monitors or printers.

Gary M. Oppenheimer:



Gary M. Oppenheimer	MCI Mail: 218-0241	X.400 Address
MCI Mail Agency NY4	Phone:(212)-724-9785	ADMD: MCIMAIL
New York NY 10024	Fax: (212)-787-2416	DDA=ID=2180241

>>>>>>>>>>>
POWER USER
>>>>>>>>>>

Here are three easy shortcut commands which can help you speed the flow of information on MCI Mail:

1. ANSWER EACH... lets you reply to the sender, plus everyone else who received the message, without entering their names. Once you have read the message, type "ANSWER EACH" at the"Command;" prompt, then enter the text for your message and send as usual.

2. FORWARD... lets you send along one or more messages you received. Once you have read the message, type "FORWARD" at the "Command;" prompt. Fill in the address information. At the text prompt, type in a cover memo or type "/" on a line by itself, then send as usual.

You also have the option of forwarding messages using the "SCAN" command. Note the scan number of the message(s) you want, then type "FORWARD" followed by a space and then the scan number(s). At the text prompt, type in a cover memo or type "/" on a line by itself, then send as usual. Note that when you forward a message, the envelope is included as well as the text of the message.

3. INCLUDE... lets you copy text from other messages into a new message. Here's how:

First, use the "SCAN" command and note the scan number of the message(s) you want to include.

Next, CREATE a message as you normally would and enter the address information.

At the text prompt, type in any information you want to appear before the included messages.

Then, on a new line, at the left margin, type "/INCLUDE/" immediately followed by the scan number(s). For example, if you want to include the text of message #4 in your current message, type:

/INCLUDE/4

Press {Enter} and add any other text you wish, then send.

>>>>>>>>>>>>>>
TILL NEXT TIME
>>>>>>>>>>>>>>

Gary.......
MCI Mail Agency NY4
MCI ID# 218-0241
Fax: 212-787-2416
Telex: 6502180241
Tel No. 212-724-9785

Gary Oppenheimer	Sales Office	212-724-9785	MCI ID:218-0241
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MCI Mail NY4	Fax Number	212-787-2416	